



IDAHO NATIONAL GUARD
JOINT FORCE HEADQUARTERS
4040 WEST GUARD ST., BLDG 600
BOISE, IDAHO 83705-5004



JFHQ-ID/HR

28 May 2013

MEMORANDUM FOR _____

SUBJECT: Notice of Proposed Furlough

1. This memorandum notifies you that the Idaho National Guard proposes to furlough you, no earlier than 30 days from receipt of this notice. This furlough is being proposed in accordance with Technician Personnel Regulation (TPR) 715, *Voluntary and Non-Disciplinary Actions*. This administrative furlough is necessitated by the extraordinary and serious budgetary challenges facing the Department of Defense (DoD) for the remainder of Fiscal Year (FY) 2013, the most serious of which is the sequester that began on March 1, 2013. The Budget Control Act of 2011, as amended by the American Taxpayer Relief Act of 2012, makes across-the-board reductions to budgetary resources for the Federal government. In addition, the DoD must and will protect wartime operations funding for our troops in harm's way. This inevitably means larger cuts in base-budget funding for the Operation and Maintenance (O&M) accounts. Thus, the DoD will need funding in other accounts that can be used to provide the war fighters with what they need to protect national security and fight the war. This furlough is proposed to help meet their need, while avoiding a deficit of funds in FY 2013.

2. If other technicians in your competitive level (*i.e.*, generally, positions at the same grade level and classification series, the duties of which are generally interchangeable) are not being furloughed or are being furloughed for a different number of days/hours, it is because they (1) are currently in a non-pay status; (2) are on an assignment not otherwise causing an expenditure of funds to the agency; (3) are in a position whose duties have been determined to be of crucial importance to this State's military mission and responsibilities and cannot be curtailed; or (4) are covered by an exception set forth in the May 14, 2013 Secretary of Defense memorandum, Subject: Furloughs, including its attachment. This memorandum is available at http://www.chra.army.mil/DoDFurl15_14.pdf.

3. We plan to apply the following procedures and conditions related to the furlough.

a. The furlough will be on discontinuous (intermittent) days, unless the needs of the state military mission require otherwise, beginning 8 July 2013 through approximately 30 September 2013. Full-time technicians will be furloughed no more than 11 workdays or 88 hours. Technicians may request to execute furlough days continuously by forwarding a request through their first line supervisor to the Army Chief of Staff (COL Rob Lytle) or Air Director of Staff, (Col Jeff Aebischer), as appropriate. The Army Chief of Staff and Air Director of Staff are authorized to approve variations to the DoD standardized furlough plan when doing so is in the organization's best interests.

b. Due to the uncertain and potentially fluctuating amount of funding which may be available to this State, the number of hours per pay period required for the furlough may vary. Accordingly, if the decision is made to furlough, you will be advised in advance of each pay period of the number of furlough hours required to allow financial obligations of the DoD to be met. Unless requested and approved otherwise, you will not be furloughed for more than **2 days** for each pay period



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between 8 July 2013 and 30 September 2013.

c. Based upon mission and workload considerations and subject to management approval, you may request a specific schedule for furlough.

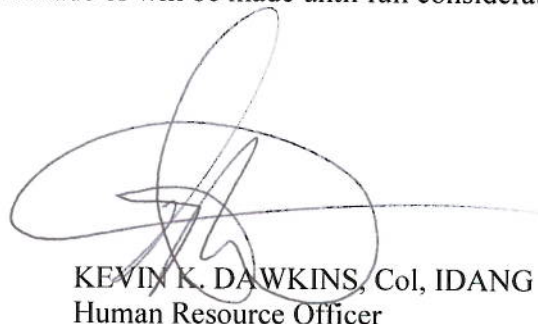
d. Annual, sick, court, military leave, or leave without pay, which has been approved for a day which is later designated as a furlough day, will be recorded as a furlough and you will be placed in a non-pay status for the day. However, when you receive the notice of your furlough dates, you may request that the furlough time off be rescheduled, as provided in paragraph 3 above, if you wish to use leave as approved.

4. At this time, we do not reasonably anticipate the need for furlough beyond 11 workdays (88 hours). However, should additional furlough days/hours become necessary, technicians will be given another notice. We recognize the difficult personal financial implications of any furlough, no matter how limited its length. We will make every effort to keep you informed as additional information regarding the agency funding level becomes available. If you have questions, please contact LTC Judy Knoelk, Deputy HRO, at (208) 272-3809 or 1LT Jerad Johnson, Employee Relations Specialist, at (208) 272-4224.

5. You may request review of your furlough action by submitting your objections in a reply to the Adjutant General. You are allowed seven calendar days from receipt of this letter to respond in accordance with TPR 715. The Adjutant General will ensure your reply is reviewed along with management's need for the furlough. Send written replies to the Human Resources Office, 4794 Farman St., Bldg 442, Boise, ID 83705, or you may send to 124fw.furlough@ang.af.mil. Please contact LTC Knoelk or 1LT Johnson with questions regarding submitting a reply.

6. A final decision will be issued, as soon as possible, after the seven days allowed for your reply has elapsed. No decision to furlough you has been made or will be made until full consideration is given to your reply.

FOR THE ADJUTANT GENERAL:



KEVIN K. DAWKINS, Col, IDANG
Human Resource Officer

I acknowledge receipt of this notice.

Technician's Signature

Date